

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: EMPLOYER GROUP WAIVER PLAN (EGWP) OPERATIONS ADMINISTRATOR	
DATE CLASS ESTABLISHED: 11/04/2010	DATE OF LAST REVISION: 11/04/2010
SELECTION METHOD: 100% QUAL Detail Resume Required with Application	SALARY: (MIN-MID) \$5,262 - \$6,578 GRADE: T

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's degree in business, nursing, public/health administration, or similar field from an accredited college or university. Master's degree desirable.

EXPERIENCE: Must have five years experience in a Managed Care setting or in retiree population health care issues which includes two or more years of experience in Medicaid/Medicare program administration, health insurance administration/systems, eligibility systems, health care research, health care planning, healthcare financial management, health care policy development or human service or health care administration, or research, review and analysis of legislation and/or regulations. Previous Disease Management and health/community education experience a plus.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. Earned college hours will be credited toward degree requirement.

EXPERIENCE:

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides overall direction for the team supporting compliance of the Employer Group Waiver Plan (EGWP) including the coordination of data transfers and performance monitoring as required by the Center for Medicare and Medicaid (CMS); and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Supervises professional employees involved in the operations of the Employer Group Waiver Plan (EGWP). Using PC and various other pieces of office equipment, coordinates and provides support for the integration and coordination of data, performance monitoring, and compliance with all components of the EGWP process as outlined by the Centers for Medicare and Medicaid (CMS). This includes but is not limited to vendor payment processes, eligibility file management to vendors and CMS Medicare eligible file exchange, file management with CMS, EGWP application process, claims file exchanges with vendors, vendor monitoring process, enrollment for new retirees, CMS weekly email correspondence updates and changes, case management coordination, retiree letter correspondence requirements, PDP plan to plan monetary exchange process, and accounting process for CMS fund transfers, LICS updates and monthly payroll issues. Works closely with the Department of Employee Insurance (DEI) for payment process, eligibility file management, and data accuracy. Supports data analyst process and reciprocity with Kentucky Teachers Retirement System (KTRS). Supervises employees involved in providing data processing services. Performs other duties as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS; HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting but does require occasional travel within state. Requires occasional lifting 30-50 pounds of materials.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.